



**Montgomery County Department of Housing and Community Affairs  
Division of Housing and Code Enforcement**

**Licensing and Registration Unit**

100 Maryland Avenue, Room 260, Rockville, Maryland 20850

[www.montgomerycountymd.gov/dhca](http://www.montgomerycountymd.gov/dhca) • 240-777-3666 • FAX 240-777-3699 • TTD 240-777-3679

**ADMINISTRATIVE AGENT  
UPDATE FORM**

**LICENSE #:** \_\_\_\_\_ **PROPERTY:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Administrative Agent**

*(Retaining an Administrative Agent is not required. If this section is left blank, owner will serve as administrative agent.)*

Who should we contact for business purposes, such as annual license renewal?

☐ Owner as listed on rental license

or

☐ Administrative Agent as Listed Below

Dr.  
Mr.  
Ms  
Mrs.

Agent's Full Name

Agent's Street Address

Agent's Company Name (if applicable)

City

State

Zip

Daytime Phone

Evening Phone

Fax#

Email Address

Remit To:

Department of Housing and Community Affairs

Licensing and Registration

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Rockville, Maryland 20850